

Activity Exemplar: Recap a Sprint Retrospective

Here is a completed exemplar along with an explanation of how the exemplar fulfills the expectations for the activity.

Completed Exemplar

To use the exemplar for this course item, click the link below and select “Use Template.”



Link to exemplar: [Sprint Retrospective email](#)

OR

If you don’t have a Google account, you can download the exemplar directly from the attachment below.



Activity Exemplar_ Sprint retrospective email
DOCX File



Assessment of Exemplar

Compare the exemplar to your completed retrospective email. Review your work using each of the criteria in the exemplar. What did you do well? Where can you improve? Use your answers to these questions to guide you as you continue to progress through the course.

Note: *Your email may address different outcomes, depending on the key takeaways that you decided to emphasize.*

Let’s review the exemplar email section by section:

The **Subject line** is brief and describes the content of the message.

The **Introduction** greets the team and explains the reason for the email.

The **Recap** summarizes the content of the meeting and acknowledges the team’s hard work.

The **Key takeaways** are actionable items from the meeting notes that can help improve processes for future Sprints. For example:

1. The takeaway from the notes about coding and website updates is, “*Our product and development teams did a great job of getting the new website features operational! Any coding issues were resolved quickly!*”
2. The takeaway from the note on the issues with the care leaflet is, “*We can better integrate content and design processes in the future.*”
3. The takeaway from the note about the shipping delays for the care kit items is, “*Let’s create a plan for better vendor communication, so we can stay on top of shipping schedules.*”

Next Steps draws conclusions and describes what the team should do next.

The **Email Closing** includes a sign-off.

